

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: Marsik, Duchac, Frohling, Greshay and Schmidt.

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, January 19th at 9:00 A.M., in meeting room 4C, located on the fourth floor of the Administration Building.

ALSO PRESENT: Sarah Eske, HR Director; Jim Mielke, County Administrator; Tonia Mindemann, Assistant HR Director; Karen Gibson, County Clerk; Patti Hilker, Treasurer; Sheriff Dale Schmidt; Chief Deputy Scott Smith; Amy Nehls, Emergency Management Director

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present.

Eske verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Schmidt to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Greshay. Motion carried.

Marsik asked if anyone present had any public comments. None.

Motion by Duchac to approve the minutes of the January 7, 2016 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Schmidt. Motion carried.

Eske presented the Resolution to establish the 2017-2020 Compensation for County Clerk, County Treasurer and Register of Deeds. The Committee reviewed the Resolution.

Motion by Duchac to approve the resolution as presented. Second by Frohling. Motion carried. All members present signed the Resolution.

Nehls presented historical information regarding the current HazMat Team Members. Nehls stated that in the past HazMat Team members were treated as independent contractors. Nehls stated that due to required annual training for the members, a stipend was included in the 2016 budget to provide additional compensation to the members for these meetings. Nehls explained that this action stimulated a discussion with Eske, Mindemann, and Julie Kolp, Finance Director, regarding pay status of the members resulting in a recommendation to convert the Hazmat Team members to employee status. Eske provided a draft job description and stated that Corporation Counsel is drafting a resolution to the County Board to create the Hazardous Materials Responder positions. Eske stated that the Human Resources and Labor Relations Committee would need to set the pay rates for the new positions to include in the County Board resolution explaining that in the past the HazMat Team members received \$35.00/hour when called to an incident. Eske recommended a \$35.00/hour rate for deployments and \$7.25/hour rate for meetings and trainings. Nehls estimated 24 hours/year for the required training for up to thirty (30) employees.

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Motion by Frohling to approve setting the rates for the proposed Hazardous Materials Responder positions at \$35.00/hour for callouts and \$7.25/hour for training and meetings. Second by Greshay. Motion carried.

Eske informed the Committee that Sheriff Schmidt, Smith, Mindemann and herself met to discuss issues with the Civil Service Ordinance related to the amount of time it takes to get candidates hired into positions at the Sheriff's Office. Sheriff Schmidt explained that he has drafted a Recruitment and Selection Policy for the Sheriff's Office which would replace the current Civil Service Ordinance. Eske stated that Sheriff Schmidt shared the draft policy with Mindemann and herself and that there were some changes were suggested regarding a few procedures and applicant criteria. Eske invited Sheriff Schmidt to explain the history and reasoning for the recommendation. Sheriff Schmidt outlined the proposed criteria for recruitment/selection and applicant qualifications as well as promotions and transfers utilizing a scoring system. Smith stated that the proposed process would be standardized and thorough resulting in the ability to hire in a timely fashion. Smith added that Dodge County Sheriff's Office is losing qualified people due to the lengthy process. Sheriff Schmidt further stated he was not seeking action by the Committee at this time but wanted to provide the framework. Discussion followed. Supervisor Schmidt requested a comparison of the current Civil Service process and the proposed process. Eske indicated this information can be provided and that the final draft policy will be shared with this Committee at a future meeting.

Eske presented a Resolution to contract with Carlson Dettmann to conduct a Compensation Market Study of the Dodge County Labor Grade Structure and to approve 2015 budget carryover funds into the 2016 budget to fund the Compensation Market Study. Eske stated that the total cost of the study is not to exceed \$17,500 and includes six (6) meetings with Carlson Dettmann. Eske further stated that Carlson Dettmann has agreed to include the costs associated with the recommendation to place the County Administrator on the pay grade structure within this contract. Eske explained that she will get a written confirmation from Carlson Dettmann.

Motion by Schmidt to approve the Resolution as written. Second by Greshay. Motion carried. All members present signed the Resolution.

Mielke updated the Committee regarding placement of the County Administrator position into the Labor Grade Structure stating that Corporation Counsel was drafting a Resolution for the February 1, 2016 Executive Committee meeting and then brought before the Committee in February as a co-sponsor. Mielke explained that the Resolution places the County Administrator position into the Labor Grade Structure at Grade 18 and sets the compensation for the County Administrator at Grade 18, Step 1 effective July 9, 2016 resulting in no impact on budget.

Eske updated the Committee on the implementation of weighted average overtime. Eske explained the weighted average overtime calculation. Eske notified the Committee that she will be assisting Kronos with a webinar regarding hidden overtime costs.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) 4-H Summer Agent – Temporary/Seasonal	UW Extension
One (1) 4-H Youth Dairy & Livestock Sumer Intern	UW Extension
– Temporary/Seasonal	

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One (1) Legal Secretary I – F.T.

Corporation Counsel

One (1) Account Clerk II LTE extended up to
six (6) months/July 31, 2016

Finance

Motion by Schmidt to approve the Personnel Requisitions as presented. Second by Duchac. Motion carried.

Leave of Absence: Mindemann explained that an employee at Human Services and Health has requested an extension of a previous unpaid General Leave for January 7, 2016 - February 16, 2016. Eske added that the six (6) months of general leave will expire on March 14, 2016.

Motion by Greshay to approve the leave request as presented. Second by Frohling. Motion carried.

The Committee reviewed the Salary, Wage, and Status changes as presented.

STEP INCREASE - UNION: Tyler T. Nehls, Traffic Patrol Officer, Sheriff's Office, \$28.56, SSU04, 4M30, 02/19/2016. NEW HIRE: Michaela A. Rabenhorst, Correctional Officer, Sheriff's Office, \$18.09, DC04, ST04, 01/11/2016; David A. Winter, Correctional Officer, Sheriff's Office, \$18.09, DC04, ST04, 01/11/2016; Julie A. Saalsaa, Nutrition Site Manager (Randolph), Human Services & Health, \$11.70, MSC15, ST01, 01/11/2016. RE-HIRE: Lawrence R. Huettl, Bailiff, Circuit Court, \$13.15, MSC26, ST01, 01/11/2016. STEP INCREASES: Bruce H. Wolff, County Patrol-East, Highway Department, \$22.13, DC04, ST13A, 02/27/2016; Joseph J. Lechner, Patrol Superintendent-East, Highway Department, \$32.72, DC11, ST04, 02/20/2016; Jeffrey S. Diels, State Patrolman-East, Highway Department, \$22.13, DC04, ST13A, 03/01/2016; Dawn M. Bjork, Legal Assistant, District Attorney, \$19.99, DC04, ST8B, 02/10/2016; Robert G. Barrington, Managing Attorney, District Attorney, \$40.03, DC14, ST04, 01/01/2016; Linda S. Neitzel, Child Support Specialist II, Child Support, \$19.65, DC05, ST03, 02/27/2016; Jon G. Duckert, Conservation Technician, Land Conservation, \$27.25, DC06, ST13A, 03/04/2016; Debra A. Weber, Administrative Secretary III, UW Extension, \$16.00, DC03, ST04, 03/04/2016; Chad D. Bader, Mechanic, Highway Department, \$24.03, DC06, ST7B, 03/06/2016; Gary J. Schulz, Engineering Technician VI, Highway Department, \$26.92, DC07, ST8B, 03/06/2016; Brian G. Loos, Lieutenant-Patrol, Sheriff's Office, \$34.05, DC10, ST8B, 02/28/2016.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None.

HR Director's Report:

- a) Disciplinary Actions: Eske notified the Committee of a termination at Clearview during the orientation period for failure to meet standards and not following care plans.
- b) Grievances and Arbitrations: None

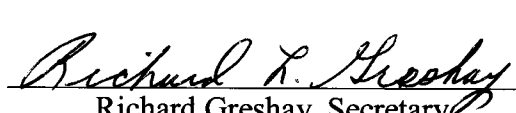
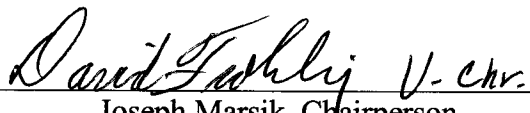
Future Agenda Items: Discussion and Consideration regarding Sheriff's Office Civil Service changes. Updates on the State of Wisconsin's decision-making process regarding State Health Insurance with Discussion and Consideration to proceed with Step #2 of the insurance study.

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Future Meeting Dates and Times:

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are regular meetings on **February 5, 2016 at 9:00 a.m.** and **February 16, 2016 at 9:00 a.m.** which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chair at 10:14 a.m.

	
Richard Greshay, Secretary	Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.